

EETD Office Stand Down Suggested Agenda


Part I: Office Stand Down

Participants: All workers in non-laboratory space, excluding those who participated in lab stand downs

1. Group discussion of:
 - a. Key safety concepts and concerns (Job Hazards Analysis, Integrated Safety Management, etc.)
 - b. Review work authorizations and safety documents to confirm appropriate work is authorized and to discuss best practices and lessons learned
2. Review and discuss HSS preparation tips

Part II: Work Space Inspections and Required Training Completion

Participants: All workers (including as relevant those who participated in lab stand downs but who have office space that was not inspected, or who have outstanding required training)

3. Review required training information and schedule or complete all required training
 All required online training not yet completed must be completed no later than stand down day. All required classroom training should be scheduled as of stand down date unless classes are full or are not available.
4. Supervisor and relevant staff walk through and inspect all office, cubicle and other work spaces areas that were not inspected during lab stand downs
5. Develop list of Safety Issues, Corrective Actions and Recommendations
6. Housekeeping & clean up